

TIPS AND WORK AROUNDS FOR PURCHASE ORDERS

1. Address reverts to default address on the purchase order.
 - a. Select the Buyer before selecting the address;
 - b. Then return to 'Detail's' and select the correct address;
 - c. Do not 'Refresh' the page.
2. Enter Header Detail and Default information prior to entering items.
3. Adding additional descriptions on a purchase order.
 - a. Complete the schedule page before adding the additional description,
 - b. Return to the PO Forms page and insert the description.
 - c. Do not 'Refresh' the page.
4. Canceling purchase orders after being dispatched.
 - a. Check the box by the item to be cancelled.
 - b. Go to the 'Schedule' page.
 - c. Click on the 'X' for cancel.
 - d. Return to the PO Form page click on 'Line Details' and click on the 'X' for cancel,
 - e. When cancel is complete you will get a window to re-budget check, this takes the encumbrance out of the system.